

Appendix B

Commonwealth of Virginia
Database Index Reporting Form

1. Public Body Name & Numeric Code:

VIRGINIA COMMONWEALTH UNIVERSITY # 236

4. Point of Contact: WARREN A. FRY

2. Database Title:

HUMAN RESOURCE MANAGEMENT SYSTEM DATABASE

5. Phone Number:

804-828-3335

3. Database Acronym:

HRS

6. Signature & Date:



6/18/97

7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)

Employee Data: (1) Primary Business Process - maintain employee data required for the integrated Human Resources System including employee records, payroll process, tax process, leave control, and position & budget control; (2) Human Resource Data - employee personal data, employee history, salary & funding data, job evaluations, benefit selections, etc.; (3) Payroll Data - process all aspects of sophisticated payroll function including employee paychecks, payroll history, taxes, employee earnings, US savings bonds, tax deferred annuities, agency financial reporting, etc.; (4) Leave Data - individual employee records including usage and accrual, agency liability reporting; (5) Position Control/Budget - maintains files required to process VCU budget, all P-3 positions class (establish data, class code, permanent & current budget accounts, salary savings, etc.). This is an existing database. IT IS NOT AVAILABLE FOR PUBLIC ACCESS.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. Date of Last Update:

9. Frequency of Update: ☒ Daily, ☐ Weekly, ☐ Monthly, Other:

10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)

a. Format

b. Cost

N/A

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97